

## **GRAPHICS DESIGN ASSOCIATE**

### **DISTINGUISHING FEATURES**

The fundamental reason the Graphics Design Associate exists is to perform professional quality graphics design and illustration work for the Library of the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Community Relations Coordinator. The Graphics Design Associate is distinguished from the Graphics Designer by complexity of work and experience required.

### **ESSENTIAL FUNCTIONS**

Provides the creative and graphic design for library communications and information including bibliographies, forms, signs, and fliers in print and/or electronic format as well as assistance for publicity campaigns and projects.

Conducts research and evaluates projects to pinpoint central theme, audience, budget, and time constraints as well as materials needed, project specifications, and quotes.

Prioritizes and tracks projects in progress; prepares status reports.

Prepares projects for printing using the medium needed (i.e. camera ready art, computer disc, etc.).

Provides quality proof reading and editing services.

Works closely the Budget/Operations Coordinator.

Understands and determines current computer/software needs based on work program and changing technology.

Trains library volunteers

Supports library operations at the reception desk as well as other staff members and is a team player.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### **Knowledge of:**

Freehand, photographic, and computer techniques, materials, processes and equipment used in the design and preparation of graphics and commercial art, illustration and publications.

Desktop publishing and computer-aided design hardware and software.

##### **Ability to:**

Communicate effectively both orally and in writing using clearly organized thoughts and proper sentence construction.

Operate a computer (and various softwares) and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Prioritize and track projects in progress.

Prepares status reports.

Establish and maintain effective working relationships with co-workers, managers and the general public.

Prepare quality creative products; proof read and edit materials.

Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to 2 years of college coursework in graphic art, journalism, or a related field and at least 1 year of recent and progressively responsible experience in graphic arts, printing and graphics project management.

FLSA Status: Non-exempt

HR Ordinance Status: Classified